

MARYLAND DEPARTMENT OF HEALTH/BEHAVIORAL HEALTH  
ADMINISTRATION (MDH/BHA)

PRE-PROPOSAL CONFERENCE

RFP No. 21-18369

FAMILY PEER SUPPORT AND NAVIGATION SERVICES

Held at: Spring Grove Hospital Center  
55 Wade Avenue  
Dix Building  
Catonsville, Maryland 21228

February 25, 2020

10:00 a.m.

ATTENDANCE:

AGENCY:

Afua Tisdale, Contract Officer, OPASS

Laura Burns-Heffner, Director, Office of Problem  
Gambling and Navigation Services

Siji Georgekutty, Director of Procurement, BHA

Janelle Robinson, Director, Minority Business  
Department, MDH

Mary Viggiani, BHA

ATTENDEES:

Gail Doerr, Maryland Coalition of Families

Lisa Lowe, FACE Addition

Tameka L. Payton, PhD., Psychometric Solutions, LLC

Jane Plapinger, Maryland Coalition of Families

(Appearing Telephonically):

Timothy Harrison, Charm City Community Development Corporation

Kelsie Solomon, Charm City Community Development Corporation)

BHA

Michelle Darling

Sydnee Distance

Reported by: Carol O'Brocki, Notary Public  
Hunt Reporting Company, Glen Burnie, Maryland

P R O C E E D I N G S

(10:06 a.m.)

MS. TISDALE: Good morning. I want to welcome everyone to the Family Peer Support and Navigation Services Pre-Proposal Conference, and I want to thank everyone for taking the time to attend.

If you have not already signed in on the sign-in sheet I ask you to do so in case there is a need to get in contact with you we can, and if you're an MBE or VSBE or SBR, just make acknowledgment on the sign-in sheet, okay?

I am here today to help you understand the process for this procurement. If further clarification is needed after this meeting I can be reached by email at MDH.solicitationquestions@maryland.gov.

The Department intends to make a single award as the result of this RFP. As you know, the contract resulting from this solicitation will be for a three-year base period with two one-year renewal options.

There was an addendum 1 and 2 posted to eMMA. Please include the addenda acknowledgment with your

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1 proposal submission. That is required.

2           There are no minimum qualifications for this  
3 solicitation. Section 2, Contractor Requirements/Scope  
4 of Work of this RFP begins on page 2. As noted, MDH  
5 has issued this RFP in order to implement and provide a  
6 statewide system of Family Peer Support and Navigation  
7 Services to families with children, adolescents, young  
8 adults, and loved ones with a mental substance use  
9 problem, gambling, and/or co-occurring disorder.

10           All subsequent documentation regarding this  
11 solicitation will be posted to eMaryland Marketplace  
12 Advantage.

13           Please remember that in order to receive a  
14 contract award a vendor must be registered on eMaryland  
15 Marketplace Advantage, short for eMMA. Registration is  
16 free, and that information can be found in Subsection  
17 4.2 of the RFP.

18           I'd like to stress to everyone today that any  
19 questions asked during the question and answer portion  
20 of this meeting be submitted to the Department in  
21 writing for clarification purposes. The questions and

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1 answers along with minutes will be posted to eMMA and  
2 MDH websites as quickly as possible.

3 Carefully review Subsection 4.3, Questions,  
4 on page 26 regarding how to submit questions subsequent  
5 to this Pre-Proposal Conference. Questions to the  
6 procurement officer, Dana Dembrow, shall be submitted  
7 to mdh.solicitationquestions@maryland.gov by email.

8 Questions should also be submitted no later  
9 than March 10th at 10:00 a.m. The procurement officer  
10 and I, based on the availability of time and research  
11 to communicate an answer depending on the complexity of  
12 the question, and may need to go to an additional  
13 office or going to have to go to the program. Yes?

14 MS. PLAPINGER: Can you repeat the name of  
15 the person who needs to get the questions?

16 MS. TISDALE: It's Dana Dembrow.

17 Ms. PLAPINGER: Thank you.

18 MS. TISDALE: So, please try to get your  
19 questions in as soon as possible. Therefore, won't be  
20 any delays in the pre-proposal due date.

21 Carefully review the clause shown in

1 Subsection 4.2.3, Payments by Electronic Funds  
2 Transfer. By submitting a response to this  
3 solicitation, the offeror agrees to accept payments by  
4 electronic funds transfer unless the Comptroller's  
5 Office grants an exemption.

6 Payment by EFT is mandatory for contracts  
7 exceeding \$200,000. This section goes into detail on  
8 how to register or request an exemption.

9 The procurement method used for this  
10 solicitation is competitive sealed proposal. There are  
11 several steps involved in this method, so your  
12 attention to the solicitation document is crucial to  
13 the successful submission of your proposal. Again,  
14 there are no offeror minimum qualifications.

15 Section 2, Contractor Requirements/Scope of  
16 Work, Section 2.2, this subsection gives an outline of  
17 the background and purpose. The responsibilities and  
18 tasks listed in Section 2, Subsection 2.3 is the meat  
19 of this solicitation that will give you a clear  
20 understanding of what the Department expects of the  
21 successful offeror and the provision of the services.

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1 And someone will go over the scope of work later on.

2 Proposal Format, offerors are required to  
3 submit their response to the RFP in two parts. Section  
4 5, Proposal Format, beginning on page 39 clearly lists  
5 all submission requirements.

6 Again, I want to stress that proposals shall  
7 be submitted in separate volumes. Volume I, the  
8 technical proposal, and Volume II, the financial  
9 proposal. The financial proposal shall be sealed  
10 separately from the technical proposal. That is a  
11 requirement.

12 Subsection 5.3, Technical Proposal, lists all  
13 of the documents and information required with your  
14 proposal. Please note that there is a two percent MBE  
15 and two percent VSBE participation goal for this  
16 contract.

17 A two percent MBE participation goal has been  
18 established for the contract resulting from this RFP.  
19 This information can be found in Section 4, Subsection  
20 4.26. Be sure to complete the MBE Utilization and Fair  
21 Solicitation Affidavit and MBE Participation Schedule.

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A two percent VSBE participation goal has been established for this contract resulting from this RFP. This information can be found in Section 4, Subsection 4.27. Be sure to complete the VSBE Utilization Affidavit and Prime Subcontractor Participation Schedule, Attachment E1A (phonetic).

Janelle Robinson will go over the MBE process following my procurement overview.

Offerors shall provide their proposals in two separately sealed and labeled packages as follows.

Volume I, technical proposal consisting of one original executed technical proposal and four duplicate copies; an electronic version of the technical proposal in Microsoft Word format version 2007 or greater; the technical proposal in searchable pdf format; a second searchable pdf copy of the technical proposal with confidentiality propriety information redacted.

Volume II, financial proposal consisting of one original financial proposal and four duplicate copies; an electronic version of the financial proposal



1 in searchable pdf format; and a searchable pdf copy of  
2 the financial proposal with confidential and propriety  
3 information redacted.

4 To simplify the submission, Subsection 5.3,  
5 Volume I, Technical Proposal shows where documents and  
6 information shall be included in the technical  
7 proposal. Section 5.4, Volume II, Financial Proposal  
8 for the purpose of this procurement, the financial  
9 proposal workshops are included and formatted in Excel.

10 The evaluation committee, evaluation  
11 criteria, and selection procedures are outlined in  
12 Section 6. Your proposal will be evaluated by a  
13 committee organized for that purpose and will be based  
14 on the criteria set forth in the RFP.

15 The technical criteria listed in descending  
16 order of importance can be found in Subsection 6.2,  
17 page 48, with the financial proposal criteria listed in  
18 Subsection 6.3, again on page 48.

19 The selection procedures is highlighted in  
20 Subsection 6.5. As noted, the contract will be awarded  
21 to the responsible offeror that submitted the proposal

1 determined to be the most advantageous to the State,  
2 considering technical evaluation factors and price  
3 factors as set forth in the RFP. Documents required  
4 upon notice of recommendation of contract award is  
5 listed in Section 6.6.

6 Other than composing your technical and  
7 financial proposals, the most important matter is to  
8 have your proposals submitted by the date, time, and  
9 location listed. Therefore, your proposals are due no  
10 later than March 30th, 2020 at 2:00 p.m.

11 Please consider traffic, the security  
12 downstairs who has to check your ID and get a hold of a  
13 contract officer. So keep this all in mind -- trying  
14 to find parking -- because we cannot accept proposals  
15 at our office no later than 2:00 p.m., okay?

16 The three acceptable means of delivering your  
17 proposal is the U.S. Postal Service, hand-delivery by  
18 offeror -- you want to request a receipt; hand-delivery  
19 by commercial carrier. Again, request a receipt.

20 Please remember that after this Pre-Proposal  
21 Conference perspective offerors may have questions

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1 answered that may help them understand our RFP. Please  
2 keep in mind that the answer to your questions, if they  
3 are significant in nature, shall be posted on the eMMA  
4 and MDH websites. Therefore, please allow sufficient  
5 time for this to occur.

6 Again, if you have any questions or comments  
7 about the procurement process, you may contact me by  
8 email address or Dana Dembrow, procurement officer, at  
9 mdh.solicitationquestions@maryland.gov.

10 Next you will hear from Janelle regarding the  
11 MBE process and I want you guys to please pay special  
12 attention to the overview, because this is the most --  
13 probably the most important documents that you will  
14 complete, because if you don't get it right the first  
15 time you will be disqualified with no second chances.

16 And it's been numerous of times that we have  
17 thrown out offerors who spent lots of time sending  
18 these expensive beautiful proposals and we cannot even  
19 look at it. The first thing we do is pull out the MBE,  
20 and if there is a no-go and if there is an error, it's  
21 not curable.

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1           So, Janelle is going to take time to go over  
2 the process and example of completing the MBE form,  
3 okay?

4           MS. ROBINSON: Good morning. The MDOT  
5 Certified MBE Utilization and Fair Solicitation  
6 Affidavit, Attachment D1, must be fully and accurately  
7 completed and submitted in Tab O of your technical  
8 proposal. Failure to do so will result in your  
9 proposal being deemed non-responsive.

10           On the D1 form you must first acknowledge and  
11 express your intention to meet the overall MBE goal  
12 established for this solicitation. As no sub-goals  
13 have been established for this solicitation, do not  
14 enter any information regarding percentages for African  
15 American, Hispanic American, Asian American, or Women-  
16 Owned businesses in Section 1.

17           The MBE Participation Schedule should include  
18 the names of the minority business enterprises that you  
19 intend to use to meet the required MBE goal, along with  
20 their Federal employment identification number, their  
21 MDOT MBE certification number, as well as their

1 certification category.

2           Only MDOT MBE certification is acceptable.  
3 MBE certification from another entity or jurisdiction  
4 will not be accepted. Additionally the percentage of  
5 the total contract value to be provided by the  
6 particular MBE should be entered, as well as a specific  
7 description of the work that is to be performed by that  
8 particular MBE.

9           These percentages should be equal to or  
10 exceed the MBE goal established for this solicitation.  
11 MBEs must be fully certified at the time of submission  
12 of your bid or proposal. MBE prime contractors may  
13 count 50 percent towards the established subcontracting  
14 goal.

15           Within ten working days of receiving notice  
16 that your firm is the apparent awardee, you must submit  
17 your Outreach Efforts Compliance Statement, which is  
18 Attachment D2; and your Subcontractor Project  
19 Participation Certification, Attachment D3.

20           You may request a waiver of the MBE goal and  
21 within ten working days of receiving notice that your

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1 firm is the apparent awardee, you must submit all  
2 required waiver documentation in accordance with COMAR  
3 21.11.03.10.

4 Additionally, please carefully review the  
5 liquidated damages provisions in this solicitation  
6 regarding compliance with the MBE rules and  
7 regulations.

8 For the MBE forms, I left samples at the  
9 front. Again, Afua said it -- very, very important. I  
10 look at them. If they're not right, nothing else gets  
11 looked at. So it's very, very important that the  
12 details are correct. And it looks tedious. It's  
13 fairly straightforward, but there's samples up front.

14 One sample is for a prime that is not an MBE,  
15 and the other sample is for a prime that is an MBE. A  
16 couple of little differences in the forms. But there's  
17 samples up front. So, if you want to grab one on the  
18 way out, and if you have any questions for me before  
19 you go, I'll be around.

20 One more thing. The VSBE Utilization  
21 Affidavit and Subcontractor Project Participation

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1 Schedule, Attachment E1, must be fully and accurately  
2 completed and submitted in Tab O of your bid or  
3 technical proposal. Failure to do so may result in  
4 your bid or proposal being deemed non-responsive.

5 On the E1 form, you must first acknowledge  
6 and express your intention to meet the overall VSBE  
7 goal established for this solicitation. The VSBE  
8 Subcontractor Participation Schedule should include the  
9 names of the Veteran-owned business enterprises that  
10 you intend to use to meet the required VSBE goal, along  
11 with their DUNS number.

12 Both United States Department of Veterans  
13 Affairs and Maryland Department of Veterans Affairs  
14 certifications are acceptable. VSBE certifications  
15 from other entities or jurisdictions will not be  
16 accepted.

17 Additionally, the percentage of the total  
18 contract value to be provided by the particular VSBE  
19 should be entered as well as a specific description of  
20 the work that is to be performed by that particular  
21 VSBE. These percentages should be equal to or exceed

1 the VSBE goal established for this solicitation.

2           Within ten working days of receiving notice  
3 that your firm is the apparent awardee, you must submit  
4 your Subcontractor Project Participation Statement,  
5 which is Attachment E2.

6           You may request a waiver of the VSBE goal,  
7 and within ten working days of receiving notice that  
8 your firm is the apparent awardee, you must submit all  
9 required waiver documentation in accordance with COMAR  
10 21.11.13.07.

11           Does anybody have any questions for me?

12           (No response.)

13           MS. TISDALE: All right. For those on the  
14 phone, I will post to eMMA copies of the MBE forms and  
15 how they should be completed.

16           And I just want to add, if you submit a  
17 waiver, all the documentation -- please review the good  
18 faith efforts before you check off waiver, because  
19 there is a host of things that must be done before you  
20 consider checking a waiver, and those items, if you are  
21 awarded the contract, will be due at that time and they



1 will have to be dated prior to the proposal due date,  
2 like emails of reaching out to MBEs, items such as them  
3 signing off saying yes, they did reach out to me.

4 So, please keep that in mind, and again, this  
5 is the most important form that you think that you're  
6 going to complete. Yes? Could you state your name and  
7 where you're from?

8 MS. DOERR: Yes, sure. This is Gail Doerr  
9 from Maryland Coalition of Families. We submitted --  
10 we prepared a submission for Family Peer Support and  
11 Navigation for the last time that this was released in  
12 November, and we plan to submit for this proposal.

13 We had completed all of the forms and had all  
14 the documentation for MSBE [sic] and the VSBE entities  
15 that we were planning to work with. We have letters of  
16 commitment, and I'm wondering what forms need to be  
17 updated for this current proposal?

18 MS. TISDALE: Everything. Everything. Since  
19 that procurement was cancelled, you want to resubmit.

20 MS. DOERR: Okay. So, I would need the dates  
21 of contact between February whatever it was and this

1 date?

2 MS. TISDALE: Yes.

3 MS. DOERR: Okay. Thank you.

4 MS. TISDALE: Any other questions?

5 (No response.)

6 MS. TISDALE: I'm sorry. We didn't do  
7 introductions. I apologize. I'm sorry. We're going  
8 to go around and do them at this time.

9 I'm Afua Tisdale. I'm the Contract Officer.  
10 I work for Office of Procurement and Support Services.

11 MS. ROBINSON: Janelle Robinson, the MBE  
12 Liaison for the Department.

13 MS. GEORGEKUTTY: Siji Georgekutty, BHA,  
14 Procurement.

15 MS. DISTANCE: Sydney Distance, BHA,  
16 Procurement.

17 MS. LOWE: Lisa Lowe, Family Advocates  
18 Coalition to End Addiction in Maryland.

19 MS. PAYTON: Good morning. Tameka Payton,  
20 Psychometric Solutions.

21 MS. DARLING: Hi. I'm Michelle Darling,

1 Behavioral Health Administration.

2 MS. PLAPINGER: Jane Plapinger, Maryland  
3 Coalition of Families.

4 MS. DOERR: And Gail Doerr, Maryland  
5 Coalition of Families.

6 MS. VIGGIANI: Mary Viggiani, Behavioral  
7 Health Administration.

8 MS. BURNS-HEFFNER: And I'm Laura Burns-  
9 Heffner. I'm the Director of the Office of Problem  
10 Gambling and Family Care, Support, and Navigation  
11 Services.

12 MS. TISDALE: And on the phone?

13 MS. SOLOMON: Kelsie Solomon from Charm City  
14 CDC.

15 MR. HARRISON: And Timothy Harrison from  
16 Charm City CDC.

17 MS. TISDALE: Next we will hear from Laura.

18 MS. BURNS-HEFFNER: Hi. Good morning. As I  
19 just said, I'm Laura Burns-Heffner. I'm the director  
20 of the office that oversees this procurement.

21 I wanted to say that we currently are funding

1 programs from Family Peer Support and Navigation  
2 Services for families with children and adolescents  
3 with mental health disorders, families with young  
4 adults, or loved ones with a substance use or co-  
5 occurring disorder, and for families with young adults  
6 or loved ones with a problem gambling disorder.

7           These three specific populations have  
8 historically been funded through separate grants and  
9 funding mechanisms. I wanted to note that Family Peer  
10 Support and Navigation specialists in these programs  
11 have lived experience with family members affected by  
12 these disorders, and provide family peer-to-peer  
13 support and information on how to access or navigate  
14 the system of care.

15           You'll see in the RFP there are expectations  
16 for who can provide this service, so I just wanted to  
17 highlight that. BHA also funds a Good Samaritan  
18 Ambassador Project which consists of a cadre of trained  
19 family peer support and navigation specialists who also  
20 serve as Good Samaritan Ambassadors that go out into  
21 the community and educate the public about the Good

1 Samaritan Law using pre-approved print and verbal  
2 messaging consisting of printed and verbal information  
3 provided in a consistent manner through in-person  
4 meetings, forums, town hall discussions, et cetera.

5           There are specific requirements for who can  
6 be a Good Sam Ambassador, which are listed in the RFP.  
7 But just to note that the ambassadors delivering this  
8 messaging are required to be family members or loved  
9 ones and/or advocates who have lived experience with  
10 someone who has a substance use disorder, co-occurring  
11 disorder, or someone who engages in underage drinking.

12           This procurement, BHA has consolidated these  
13 various funding mechanisms and expanded the three  
14 specific target populations into one procurement to  
15 provide a statewide system of family peer support and  
16 navigation services to not just the populations I  
17 mentioned above, but expanding to providing services to  
18 families with loved ones with mental health, as opposed  
19 to just for families with children and adolescents with  
20 mental health issues or problems.

21           This one procurement is to include family

1 peer support and navigation services, as I mentioned,  
2 and the Good Sam Ambassador Project. We call it Good  
3 Sam and Good Samaritan interchangeably.

4 BHA acknowledges that there are many other  
5 valuable peer-based educational workshops and community  
6 outreach-type services in the State primarily for  
7 individuals and their families, which are not included  
8 or intended to be consolidated into the scope of this  
9 procurement.

10 Consolidation for the purpose of this  
11 procurement refers specifically to the designated  
12 populations and funding mechanisms as mentioned. I  
13 also wanted to note that this procurement has been  
14 modified from a past procurement for these services by  
15 decreasing the amount of insurance required to submit a  
16 proposal.

17 This was done in recognition that a higher  
18 amount of insurance coverage might be onerous for small  
19 business owners or providers. One of the changes is  
20 actually in the scope, and the other changes came out  
21 yesterday and I will mention where that is, as well,

1 but it's in the amendment for the cyber security data  
2 breach insurance.

3           Shall I go through specifically some of the  
4 scope now, or --

5           MS. TISDALE: Uh-huh.

6           MS. BURNS-HEFFNER: All right. So, just for  
7 clarity I want to go through the actual RFP and see if  
8 there's any questions as we're going through.

9           If you go to page 2, we start with the  
10 Contract Requirements, the Scope of Work. I just  
11 wanted to note that the summary statements and the  
12 background and purpose are really there for your  
13 information. Nothing is required to be responded to in  
14 regards to that.

15           When you come down to 2.3 is where the actual  
16 scope of work starts, and I am just asking if there are  
17 any questions with basically the meat of this scope,  
18 which goes from 2.3.1 down through the next few pages  
19 through page 6.

20           There are a couple of things I do want to  
21 highlight in that and I'll stop and take any questions

1 if you have them, but for page 5 at the top, 2.3.1.10,  
2 I just wanted to ensure that you note that there was a  
3 change in the number of families to be served. That  
4 was Amendment 1 that went out.

5 So the change from this -- the language in  
6 this, it says "approximately 1,500 families statewide  
7 in year 1," that should be 2,000, and the increase is  
8 to approximately 2,500 from 2,000.

9 MS. TISDALE: I just want to mention that's  
10 an Addendum 1 that was issued.

11 MS. BURNS-HEFFNER: Right. Right. Thank  
12 you. If you go down to 2.3.1.13, I just wanted to  
13 point out those percentages of the maximum of the total  
14 budget that could be spent on development and printing  
15 of materials for outreach.

16 There's a maximum of ten percent of the total  
17 budget for the year 1, and then three percent in  
18 subsequent years, although we won't actually see that  
19 because of the budget form, be aware of that because we  
20 will get a full budget once we contract with a  
21 provider. And so, for your planning purposes, make



1 sure that for your budget that that's what you're  
2 following, okay?

3 Any other questions on the actual scope for  
4 the family peer support and navigation services?

5 (No response.)

6 MS. BURNS-HEFFNER: Okay. Then going to the  
7 Good Samaritan Ambassador Project at the top of page 6,  
8 I just wanted to highlight that the expectation is that  
9 the project plan that we receive must be addressing the  
10 -- reaching a minimum of 16,000 individuals in the  
11 first year.

12 And then when you go down to D on that same  
13 page, that the presentations to a minimum of 125  
14 specific audiences statewide, and then I wanted to also  
15 highlight under G that the expectations is that the  
16 vendor will prepare, collaborate with BHA on the  
17 preparation but will be responsible for the printing of  
18 all the materials. Okay. So that's not clear. And  
19 that the funding for this program should not exceed  
20 five percent of the total overall program budget, and  
21 again, that's for your planning purposes, okay?

1           The next section on Monitoring and Audits,  
2 and again, I'm sorry -- are there any questions on this  
3 before I go forward?

4           (No response.)

5           MS. BURNS-HEFFNER: The next section on  
6 Monitoring and Audits is really an agree or disagree.  
7 Same thing with Deliverables. There are several pages  
8 that go through to page 9 that basically state what the  
9 expectations are, and we would expect for you to either  
10 acknowledge that you agree or disagree with those.

11           I don't think there's anything in the general  
12 contract requirements under Section 3 of specific note,  
13 except I do want to say there was a question in the  
14 past about travel reimbursement, and on page 12 it  
15 states that travel will not be reimbursed under this  
16 RFP, and a clarification for that is that it's not  
17 separately reimbursed.

18           It's the expectation that you will include  
19 any travel expenses within your own individual program  
20 budget. We won't see that. That will be in your own  
21 budget, okay?

1           Then if we go to page 14, that is where the  
2 two insurance requirements were modified. 3.6.1 was  
3 decreased from -- I believe it was -- it's in Amendment  
4 1 -- no, no, no, I'm sorry. It was decreased to \$1  
5 million from \$3 million, and then in Amendment 2  
6 specifies that Section D was decreased from \$10 million  
7 down to \$1 million. I just wanted to make sure you had  
8 note of that. The rest of this is largely template in  
9 this section.

10           All right. And then if we could move to page  
11 19, and stop me if I'm going too fast. I just want to  
12 get through the main parts of this. Page 19, under  
13 Experience and Personnel, the preferred offeror  
14 experience, are there any questions on that? We expect  
15 that you provide full detail on that. It's these  
16 personnel and offeror experiences are to be addressed  
17 where it says in Section 5.3 G and H.

18           I wanted to particularly highlight on page 20  
19 at the top, the number of personnel to propose. I  
20 wanted to make sure that it was clear that this is a  
21 minimum required expectation. We certainly expect you

1 to provide a full staffing plan to acknowledge what you  
2 believe would be appropriate to provide these services  
3 for a statewide program. This is what is the absolute  
4 minimum as it says of one program director and two  
5 family peer navigation specialists who have to be  
6 available on day one of the start of this program.

7 But again, that is a minimum, not -- I just  
8 wanted to make sure that that was clear because there's  
9 the word "exactly" in there, and that might be  
10 ambiguous.

11 Unless there's any questions here, I think  
12 that's all I have to say about personnel and the  
13 offeror's experience. The rest of this has been  
14 covered by Janelle and Afua, and unless there's any  
15 other questions --

16 MS. TISDALE: Okay. We'll leave the floor  
17 open for questions. Please say your name and where  
18 you're from.

19 MS. PLAPINGER: Jane Plapinger, Maryland  
20 Coalition of Families. I have a question about in  
21 preparing a budget do you have any guidance regarding

1 the indirect rate to use?

2 Just to clarify, the financial proposal does  
3 not require that level of detail; however, in wanting  
4 to prepare a budget that is going to accurately reflect  
5 the real cost, that would be very helpful information  
6 to have.

7 MS. TISDALE: The real cost of what, the --

8 MS. BURNS-HEFFNER: Okay. So, currently what  
9 you're saying is that there is only a line item for  
10 each of the two programs that we discussed, and there's  
11 not anything here that indicates what the indirect  
12 costs would be, and we know that most proposals or most  
13 contracts with the State have some level of indirect  
14 cost.

15 So, would it be permissible for us to add a  
16 line for indirect costs and have the vendors submit  
17 that with this proposal?

18 MS. TISDALE: I'm going to have to get back  
19 to that, because I think we already went over that and  
20 discussed that it would be a group sum. It's up to the  
21 offerors to submit their budget plan to you to -- but I

1 would have to get back and talk to our procurement  
2 officer, Dana, to see if that would be allowed.

3 Because I think the purpose is to -- we  
4 wanted like one lump group. I think we stepped away  
5 from the individual line items, but --

6 MS. PLAPINGER: An alternative would be to  
7 not change the form but just provide guidance about  
8 what the State's allowable indirect would be for this  
9 award.

10 MS. TISDALE: I think that is up to the  
11 offeror. I mean, because we wouldn't see the indirect  
12 costs once you put the costs down there for the two  
13 different services.

14 MS. BURNS-HEFFNER: Maybe we could -- can we  
15 run this by Dana and see if -- what kind of guidance we  
16 could give as far as how they should reflect that,  
17 because I think it's a valid point that we would want  
18 to see what the vendors are proposing as an indirect  
19 for this. Do you agree?

20 MS. VIGGIANI: If we're not requiring a  
21 budget --

1 MS. TISDALE: Because if we're not -- there  
2 is no budget form to be put in here, and we're not  
3 going to evaluate each line item. Each line item would  
4 not be evaluated; only the total would be evaluated.

5 MS. PLAPINGER: So maybe I could ask a  
6 related but different question and that is could you  
7 share what the State's -- what the State Department of  
8 Health's policy is on allowable indirect, which is a  
9 more general question. It would be helpful to share.

10 MS. TISDALE: We're going to get back to you  
11 on that question, and we'll put the answer out for all  
12 who are interested in seeing.

13 MS. PLAPINGER: Great. Thank you.

14 MS. BURNS-HEFFNER: Just for clarification,  
15 they don't have to resubmit that question in writing.  
16 You have that.

17 MS. TISDALE: Yep. Uh-huh.

18 MS. BURNS-HEFFNER: Okay. Very good. Thank  
19 you.

20 MS. TISDALE: Any additional questions? Yes?

21 MS. PAYTON: Hi. Tameka Payton with

1 Psychometric Solutions. I wanted to clarify a question  
2 and it may be in one of the released addenda. It's  
3 about the duplicate copies.

4 You mentioned four in your discussion. It's  
5 printed six. Was it changed somewhere? So, quickly I  
6 see it on page 39. I know I have the old version, but  
7 the one I picked up today also says six duplicate  
8 copies, but you mentioned four.

9 MS. TISDALE: I'll change it in the RFP.

10 MS. PAYTON: Thank you.

11 MS. TISDALE: Any other questions?

12 (No response.)

13 MS. TISDALE: Any questions on the phone?

14 (No response.)

15 MS. TISDALE: No additional questions? Okay.

16 I just want to thank everyone for coming and just  
17 wanted to address some issues from our previous  
18 procurement.

19 And all of our procurements -- well, on this  
20 particular procurement there is an incumbent vendor and  
21 in all of our procurements, where there is an incumbent



1 vendor, the incumbent does have an advantage being that  
2 they have performed these services, but that does not  
3 mean that someone else cannot come in and win the  
4 award. It happens time and time again. So I just want  
5 to put that out there.

6 And any questions, please get them to us as  
7 soon as possible so if we need to do some research on  
8 them we'll have time to do so without running into the  
9 proposal due date, all right?

10 I want to thank everyone again for taking the  
11 time to come out in this gloomy weather, and I just  
12 hope that all of you will submit proposals because we  
13 really want more than one. Thank you.

14 (Whereupon, at 10:42 a.m. the meeting  
15 concluded.)

## CERTIFICATE OF NOTARY

I, Carol O'Brocki, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

*Carol D. O'Brocki*

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CAROL O'BROCKI, Notary Public  
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